



EXECUTIVE DIRECTOR, CIVIL SERVICE COMMISSION (UNCLASSIFIED)

Applications accepted from April 13, 2022 until filled.

THE COUNTY OF *Los Angeles*

As the largest employer in Southern California, the County of Los Angeles has over 100,000 employees in 37 departments and an operating budget of over \$39 billion. The County provides vital and wide-ranging public services to a diverse population of 10 million residents.

With 88 cities and more than 120 unincorporated areas, the County is proud of our vast multicultural populations, which speak more than 220 languages. We strive to hire a diverse population who represent the various communities within our County.

The Civil Service Commission

The Los Angeles County Civil Service Commission (Commission) is quasi-judicial appellate body for employees, and a vital element of the County civil service system. The Commission serves as the administrative body for hearings for employees who have received discipline ranging from suspensions more than five days up to discharge. In addition, the Commission hears discrimination complaints filed under Rule 21 by County employees, and certain appeals of examinations. The Commission also serves as the administrative appeals body for several cities that directly contract with the County.

For County and contract city employees, the Commission provides a neutral venue to share their stories and complaints. Commission staff facilitate effective and timely administration of the Commission, in regular weekly meetings, in the support and training for hearing officers and others, and in assisting voluntary mediation.



The Executive Director

The Executive Director is an unclassified employee providing leadership and support to the appointed commissioners, and management of Commission staff who provide administrative support services to the Commission. The Executive Director is also responsible for the development and implementation of Commission policies, procedures and strategies.

The Executive Director reports directly to the Assistant Executive Officer, Board of Supervisors, and is responsible for participating in and managing administrative, research, and operational support for the Commission. The Executive Director exercises a comprehensive knowledge of Civil Service rules, Commission procedural rules, and federal and State employment laws. The Executive Director works effectively with commissioners, County departments, employee groups, employee unions, employee relations advocates, and the Board of Supervisors.

Examples of Duties

- Plans, organizes, assigns, evaluates, and monitors the work of staff responsible for providing administrative support to the Commission.
- Effectively organizes and prepares case files and information in preparation for weekly Commission hearings.
- Directs the administrative, research, and support services of the Commission and prepares annual reports related to Commission objectives.
- Manages the progress of cases through the hearing process, including development and maintenance of case management and record-keeping systems.
- Directs the development and implementation of new policies and procedures, including administrative procedure manuals for the Commission.
- In collaboration with the Commission Chair, sets the agendas for the meetings of the Commission and assists in the preparation and conduct of the weekly meetings.
- Serves as a liaison between the Commission, departments, advocates, hearing officers, and the Board of Supervisors.
- Works with stakeholders to develop and implement training for Commission hearing officers and commissioners.



Minimum Qualifications

Seven years of senior level experience in fields related to employment and labor laws, and demonstrated knowledge, skills and abilities required in managing a major project. This experience includes independent responsibility for direct staff in analyzing and resolving complex problems.

Alternately to the experience described above, five years' experience as an advocate or hearing officer in employment-related proceedings, or directing a section of multiple work units impacting the management of major programs or administrative operations, plus a Bachelor's degree from an accredited college.

Desirable Qualifications

- Master's in Public Administration or Business Administration.
- Juris Doctorate with experience in employment law.
- Knowledge and experience in effective case management
- Demonstrated leadership skills and experience supervising administrative support staff in a public sector or civil service commission environment.
- Extensive knowledge of civil service rules, policies, procedures and guidelines governing civil service commission proceedings.
- Experience in strategic planning and technology solution discussions with executive management.
- Demonstrated skills and ability in applying creative and innovative solutions to complex problems.
- Strong written and oral communication skills in order to effectively prepare reports, explain employment laws, procedures and practices to board members, department personnel and other stakeholders.
- Demonstrated ability to effectively interact with public officials, executive management, professional technical personnel and county employees.



COMPENSATION

Compensation: \$145,815 - \$226,772 annually.

Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and is compensated at MAPP Range R14

How to apply:

Please go to: <https://bit.ly/3O7vxgP> to create an online profile and submit your application, letter of interest, CV or resume, degree verification, and three professional references.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

BENEFITS

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- Retirement Plan – The successful candidate will participate in a defined benefit plan.
- Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- Flexible Spending Accounts – In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to the Dependent Care Spending Account.
- Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Non-Elective Days – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- Holidays – 13 paid days per year.



**For confidential inquiries,
please contact:**

Bill Dukes, Executive Recruiter
Department of Human Resources
Phone: (323) 428-0708
e-mail: wdukes@hr.lacounty.gov

